

Burnside Memorial Hall - Terms of Letting

General

- The hirer is responsible for the property in the Hall, including that of their guests/associates; for breakages and for maintaining the condition of the grounds. The Hall must be left clean for the next user.
- All kitchen equipment must be left in a clean and tidy condition.
- Chairs must be replaced as found and must not be stacked in the main Hall.
- All functions must finish by 11:30pm and the Hall vacated by 11:45pm (except by special arrangement).
- Payment for hire must be made at the time of booking.
- The Hall is licensed for Music, Dancing and Theatrical Performances but not for the Sale of Alcohol.
- Vehicles must not be parked inside the Hall grounds and must not be parked blocking the front gates.
- Bouncy castles or similar inflatables are not permitted in the Hall or its grounds.

Fire Safety

The hirer of the Hall is responsible for adhering to the following fire safety rules:

- To ensure unimpeded evacuation of the Hall in the event of an emergency, vehicles must not be parked inside the Hall grounds or blocking the front gates.
- Before starting activities, the hirer must check the fire exits. Any blocked fire exits must be cleared; the incident should be reported to the Trustees.
- The Hall has a maximum capacity of 120 people. Hirers must ensure that this number is not exceeded.
- The Hall's fire extinguishers must not be obstructed by chairs or any other equipment.
- Smoking and the use of candles or other naked flames are not permitted in the Hall.
- Contractors are not permitted to work on the premises without the prior authorisation of the Trustees.
- Business users are responsible for the fire safety of their staff, visitors and guests including appointing fire officers, carrying out fire drills and providing fire safety training. This should be carried out to current legislative standards and recorded by the users.
- All hirers must ensure that they have read and understood the Fire Action notice at the main entrance to the Hall and the Fire Procedure notice in the main Hall.

Safeguarding

The Burnside Hall Trustees have produced a Safeguarding Statement copies of which are displayed in the Hall; users are advised to familiarise themselves with this statement.

If you require a copy of the Safeguarding Statement prior to your event, please request one from the Bookings Secretary.